# Michigan Department of Treasury 496 (02/06) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.												
Local Unit of Government Type							Local Unit Na	me		County		
□County □City □Twp □Village				Other								
Fiscal Year End Opinion Date						Date Audit Report	Submitted to State					
We affirm that:												
We are certified public accountants licensed to practice in Michigan.												
We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the												
Mana	agem	nent l	_etter (repo	rt of comi	ments and reco	mmenda	tions).					
	YES	9	Check each applicable box below. (See instructions for further detail.)									
1.			All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.									
2.								unit's unreserved fu budget for expendit		estricted net assets		
3.			The local	unit is in o	compliance with	the Unif	orm Chart of	Accounts issued by	the Department	of Treasury.		
4.			The local	unit has a	idopted a budge	et for all r	equired fund	S.				
5.			A public h	earing on	the budget was	s held in	accordance v	vith State statute.				
6.					ot violated the ssued by the Lo				nder the Emerger	ncy Municipal Loan Act, or		
7.			The local	unit has n	ot been delinqu	uent in dis	stributing tax	revenues that were	collected for ano	ther taxing unit.		
8.			The local	unit only l	nolds deposits/i	nvestmer	nts that comp	ly with statutory req	uirements.			
9.								s that came to our a sed (see Appendix H		ed in the <i>Bulletin for</i>		
10.			that have	not been	previously com	municate	d to the Loca		Division (LAFD)	during the course of our audit . If there is such activity that has		
11.			The local	unit is fre	e of repeated co	omments	from previou	s years.				
12.			The audit	opinion is	UNQUALIFIE	Э.						
13.					complied with G		or GASB 34 a	s modified by MCG	AA Statement #7	and other generally		
14.			The board	l or counc	il approves all i	invoices p	orior to payme	ent as required by cl	harter or statute.			
15.			To our kno	owledge,	bank reconcilia	tions that	were review	ed were performed t	timely.			
If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.  I, the undersigned, certify that this statement is complete and accurate in all respects.												
We	have	e end	closed the	following	g:	Enclosed	d Not Requir	ed (enter a brief justific	cation)			
Fina	ancia	ıl Sta	tements									
The letter of Comments and Recommendations					ommendations							
Other (Describe)												
Certi	fied P	ublic A	Accountant (Fir	m Name)				Telephone Number				
Street Address								City	State	Zip		
Authorizing CPA Signature Renneth a. Betthiaum						Р	rinted Name	<u> </u>	License I	Number		

Van Buren County, Michigan

## FINANCIAL STATEMENTS

February 29, 2008

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#### INDEPENDENT AUDITORS' REPORT

Members of the Board Paw Paw Fire Department

We have audited the accompanying financial statements of the governmental activities and the major fund of the Paw Paw Fire Department (the Fire Department) as of and for the year ended February 29, 2008, which collectively comprise the Fire Department's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Fire Department's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Paw Paw Fire Department as of February 29, 2008, and the respective changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedule, as identified in the table of contents, is not a required part of the basic financial statements but is supplemental information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

The accompanying financial statements do not present a management's discussion and analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be part of, the basic financial statements.

Berthiaume & lo.

September 15, 2008



## GOVERNMENTAL FUND BALANCE SHEET/STATEMENT OF NET ASSETS

February 29, 2008

	Governmental Fund		Adjustments (Note 1)	Statement of Net Assets
Assets:				
Cash and cash equivalents	\$	221,243	\$ -	\$ 221,243
Due from other governmental units		2,708	-	2,708
Prepaid expenditures/expenses		2,233	-	2,233
Capital assets:				
Depreciable capital assets, net			938,755	938,755
Total assets	\$	226,184	938,755	1,164,939
Liabilities and Fund Balance:				
Liabilities:				
Accounts payable	\$	3,605		3,605
Total liabilities		3,605		3,605
Fund Balance:				
Unreserved		222,579	(222,579)	
Total fund balance		222,579		
Total liabilities and fund balance	\$	226,184		
Net Assets:				
Invested in capital assets			938,755	938,755
Unrestricted			222,579	222,579
Total net assets			\$ 1,161,334	\$ 1,161,334

## STATEMENT OF GOVERNMENTAL REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES

Year Ended February 29, 2008

	Governmental Fund		justments Note 1)	Statement of Activities		
Revenues:						
Contributions from participating units	\$	200,500	\$ -	\$	200,500	
Charges for services		65	-		65	
Interest and rents		3,977	-		3,977	
Other revenue		1,280	 		1,280	
Total revenues/program revenues		205,822	 		205,822	
Expenditures/Expenses:						
Operations		135,168	69,920		205,088	
Capital outlay		15,594	 (12,320)		3,274	
Total expenditures/expenses		150,762	 57,600		208,362	
Net change in fund balance/net assets		55,060	(57,600)		(2,540)	
Fund balance/Net assets, beginning of year		167,519	 996,355		1,163,874	
Fund balance/Net assets, end of year	\$	222,579	\$ 938,755	\$	1,161,334	



#### NOTES TO FINANCIAL STATEMENTS

February 29, 2008

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Paw Paw Fire Department (the Department) conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

#### **Reporting Entity:**

As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of the Fire Department. The Fire Department is required to consider other organizations for which the nature and significance of their relationship with it are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. There are no component units included in the Fire Department's reporting entity. Additionally, the Fire Department is not a component unit of any other reporting entity.

Costs of operations and capital expenditures are supported by contributions from the participating municipalities, which currently consists of the Townships of Paw Paw (including the Village of Paw Paw), Waverly, Almena, and Antwerp.

#### **Government-Wide and Fund Financial Statements:**

The government-wide financial statements (i.e. the Statement of Net Assets and the Statement of Activities) report information of all activities of the Fire Department. The Paw Paw Fire Department is accounted for in one governmental type fund.

#### Measurement Focus, Basis of Accounting, and Financial Statement Presentation:

The government-wide financial statements (i.e. the Statement of Net Assets and Statement of Activities) are reported using the economic resource measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grant and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

The fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures related to compensated absences and claims and judgments, if any, are recorded only when payment is due.

#### NOTES TO FINANCIAL STATEMENTS, continued

February 29, 2008

#### **Assets, Liabilities and Equity:**

<u>Cash and Cash Equivalents</u> – Cash and cash equivalents include cash on hand, demand deposits, certificates of deposit and short term investments with a maturity of three months or less when acquired. Investments, if any, are reported at fair value.

<u>Receivables</u> – All receivables are recorded at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. Uncollectible balances, if any, are immaterial at year end.

<u>Capital Assets</u> – Purchased capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair market value at the date of donation. The Fire Department defines capital assets as assets with an initial individual cost in excess of \$500 and an estimated useful life in excess of two years. Costs of normal repair and maintenance that do not add to the value or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives:

Equipment 5-10 years Vehicles 5-25 years

Each participating unit is considered to have 1/5<sup>th</sup> ownership rights of all capital assets purchased.

<u>Long-term Obligations</u> – In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets. In the fund financial statements, these items are recorded as expenditures when paid.

<u>Fund Equity</u> – In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

#### **Use of Estimates:**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### NOTE 2: STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

#### **Budgetary Information:**

At least three months prior to each fiscal year, the Fire Department shall prepare a proposed budget for consideration by the Board. The budget shall be prepared on a basis consistent with the modified accrual basis of accounting which is used to reflect actual results. The Board shall adopt a budget for the fiscal year and allocate the costs to participating units by a formula previously agreed to by all participating units. The Operating Fund is under formal budgetary control. Unexpended appropriations lapse at year end.

#### NOTES TO FINANCIAL STATEMENTS, continued

February 29, 2008

#### **Excess of Expenditures over Appropriations in Budgeted Funds:**

P.A. 621 of 1978, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year, the Fire Department did not incur expenditures that were in excess of the amounts budgeted.

#### NOTE 4: DEPOSITS AND INVESTMENTS

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency of instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

#### **Custodial Credit Risk of Bank Deposits:**

Custodial credit risk is the risk that in the event of a bank failure, the Fire Department's deposits may not be returned. The Fire Department does not have a deposit policy for custodial credit risk. At year-end, the Fire Department had \$223,954 of bank deposits (checking and savings accounts), of which \$106,947 was covered by federal depository insurance and the remainder was uninsured and uncollateralized. The Fire Department believes that due to the dollar amounts of cash deposits, and the limits of FDIC insurance, it is impractical to insure all deposits. At year end, the Fire Department had no investments.

#### **NOTE 5: CAPITAL ASSETS**

Capital asset activity for the year ended February 29, 2008 was as follows:

	March 1, 2007			dditions	Retir	rements	Fe	bruary 29, 2008
Depreciable capital assets								
Equipment	\$	292,887	\$	12,320	\$	-	\$	305,207
Vehicles		1,275,019						1,275,019
Total depreciable capital assets		1,567,906		12,320		-		1,580,226
Accumulated depreciation		(571,551)		(69,920)				(641,471)
Governmental activities, capital assets, net	\$	996,355	\$	(57,600)	\$	-	\$	938,755

#### NOTES TO FINANCIAL STATEMENTS, continued

February 29, 2008

#### **NOTE 6: LONG-TERM LIABILITIES**

The Fire Department had no long-term liabilities at February 29, 2008.

#### NOTE 7: RISK MANAGEMENT

The Fire Department is exposed to various risk of loss for claims arising from general liability, wrongful acts, professional liability, property damage and destruction, crime accidents, and injuries. The Fire Department carries commercial insurance for risks of loss arising from possible claims. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

#### NOTE 8: RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS

**A.** Explanation of differences between the fund (modified accrual) balance sheet and the government-wide statements of net assets.

Fund Balance \$ 222,579

Capital assets used in the modified accrued activities which are not financial resources and therefore are not reported in the fund statements.

Capital assets 1,580,226

Less accumulated depreciation (641,471) 938,755

\$ 1,161,334

**B.** Explanation of differences between the fund (modified accrual) statement of revenues, expenditures and changes in fund balance and the government-wide statement of activities.

Net Change in Fund Balance \$ 55,060

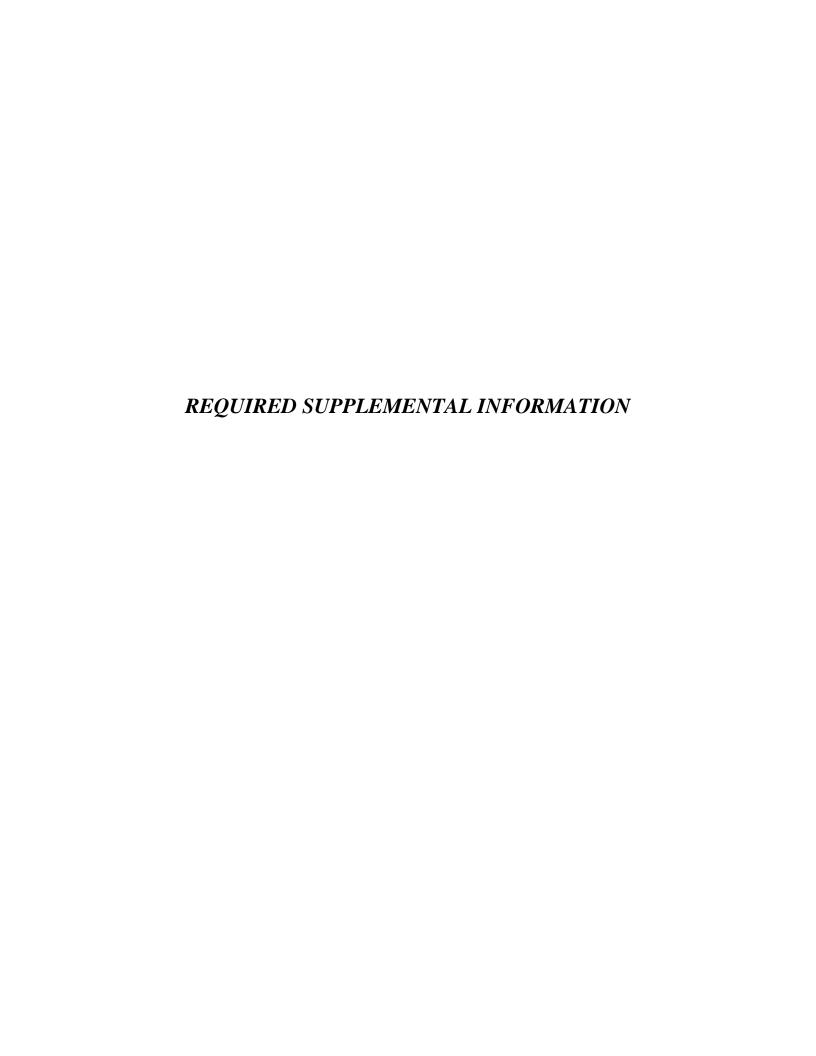
The fund (modified accrual) statements report capital outlay as expenditures.

However, in the statement of net assets, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay 12,320

Less depreciation expense (69,920) (57,600)

Change in Net Assets \$ (2,540)

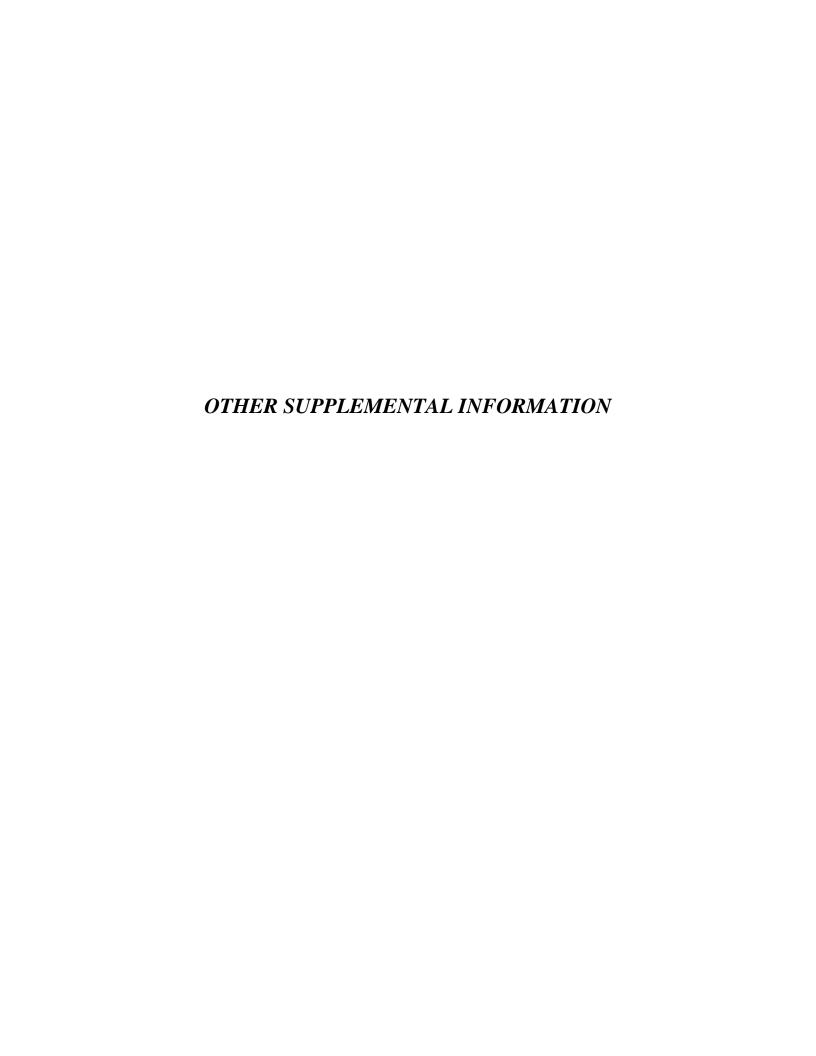


#### OPERATING FUND

## **BUDGETARY COMPARISON SCHEDULE**

Year Ended February 29, 2008

	Budgeted Amounts						Variance with		
	Original		Final		Actual		Final Budget		
Revenues:									
Contributions from participating units	\$	200,500	\$	200,500	\$	200,500	\$	-	
Charges for services		-		-		65		65	
Interest		2,700		2,700		3,977		1,277	
Other revenue						1,280		1,280	
Total revenues		203,200		203,200		205,822		2,622	
Expenditures:									
Current		124000		100.071		107.150		(2.102)	
Public safety		136,000		138,271		135,168		(3,103)	
Capital outlay		14,500	_	15,729	_	15,594	-	(135)	
Total expenditures		150,500		154,000		150,762		(3,238)	
Net change in fund balance		52,700		49,200		55,060		5,860	
Fund balance, beginning of year		167,519	_	167,519		167,519			
Fund balance, end of year	\$	220,219	\$	216,719	\$	222,579	\$	5,860	



## OPERATING FUND

## DETAILED SCHEDULE OF REVENUES

Year Ended February 29, 2008

Contributions from participating units:	
Almena Township	\$ 33,967
Antwerp Township	24,271
Paw Paw Township	108,023
Waverly Township	34,239
	200,500
Charges for services:	
Fire reports	65
Interest:	
Interest	3,977
Other:	
Contributions	1,255
Miscellaneous	25
	1,280
Total revenues	\$ 205,822

#### OPERATING FUND

## DETAILED SCHEDULE OF EXPENDITURES

Year Ended February 29, 2008

## Public Safety:

Fire:	
Uniforms	\$ 9,519
Supplies	12,223
Contracted services	6,921
Telephone	3,600
Dues and memberships	175
Education, conferences and training	10,881
Insurance	27,275
Utilities	10,848
Repairs and maintenance	25,341
Equipment and building rental	14,015
Other	14,370
	135,168
Capital Outlay:	
Public safety	15,594
Total expenditures	<u>\$ 150,762</u>



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## REQUIRED COMMUNICATION TO THE PAW PAW FIRE DEPARTMENT IN ACCORDANCE WITH PROFESSIONAL STANDARDS

To the Fire Department Board Paw Paw Fire Department

We have audited the financial statements of the governmental activities, activities, each major fund, and the aggregate remaining fund information of the Paw Paw Fire Department for the year ended February 29, 2008, and have issued our report thereon dated September 15, 2008. Professional standards require that we provide you with the following information related to our audit.

#### Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated July 12, 2006, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

#### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter. You have elected to not include the Management's Discussion & Analysis which is not required as part of the basic financial statement.

#### **Significant Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Paw Paw Fire Department are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

#### **Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates may be particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates affecting the financial statements.

#### **Disclosures**

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users.

#### <u>Difficulties Encountered in Performing the Audit</u>

We encountered no difficulties in performing and completing our audit.

#### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements, if any.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated September 15, 2008.

#### Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### **Discussion With Management**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### **Internal Control Matters**

In planning and performing our audit of the financial statements of the Paw Paw Fire Department as of and for the year ended February 29, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered the Paw Paw Fire Department's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Department's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that misstatement of the Department's financial statements that is more than inconsequential will not be prevented or detected by the Department's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Department's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses as defined above.

Deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above, follow:

#### Recording, Processing and Summarizing Accounting Data

Criteria: All governments are required to have in place internal controls over recording, processing, summarizing accounting data and preparing financial statements. SAS No. 112 requires us to communicate with you about this.

Conditions: As is the case with many smaller and medium-sized entities, the government has historically relied on its independent external auditors to assist in the recording, processing, summarizing accounting data and preparing financial statements as part of its external financial reporting process. Accordingly, the government has placed reliance on its external auditors, who cannot by definition be considered a part of the government's internal controls.

Cause: This condition was caused by the government's decision that it is more cost effective to have external auditors recommend the necessary adjusting journal entries to its general ledger and prepare the financial statements than to incur the time and expense for the government to perform these tasks internally.

Effect: As a result of this condition, the government lacks internal controls over the recording, processing, summarizing accounting data and preparing financial statements, and instead relied, in part, on its external auditors for assistance with this task.

View of Responsible Officials: The government has evaluated the cost vs. benefit of establishing internal controls over the recording, processing, summarizing accounting data and preparing financial statements, and determined that it is in the best interests of the government to rely on its external auditors to recommend the necessary adjustments and preparation of the financial statements.

\*\*\*\*\*

This communication is intended solely for the information and use of management, Fire Department Board and others within the Department, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Berthiaume & Company Certified Public Accountants

Berthiaume & Co.

Saginaw, Michigan September 15, 2008